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STATE DOCUMENTS

STATE OF MONTANA  
DEPARTMENT OF AGRICULTURE

MT 18 '77

AFFIRMATIVE ACTION PLAN  
FOR  
EQUAL EMPLOYMENT OPPORTUNITY

George Lackman  
Commissioner





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## INTRODUCTION

### Purpose of Affirmative Action

Affirmative action is the implementation of a deliberate and sustained effort to equalize employment opportunities in all levels of state government. It goes beyond the establishment of neutral non-discriminatory policies and takes positive steps to identify and eliminate any barriers which may discriminate against any persons or class of persons seeking employment or presently employed by the state. The purpose of affirmative action is to fully utilize the "affected class" work force potential so as to provide at all levels of state governmental work force which is representative of the state's labor market. State government must be a leader in actively pursuing equal employment opportunity for four reasons. First, the people of Montana have spoken in full support of equal employment opportunity through their elected representatives to the Constitutional Convention and the Legislative Assembly. Secondly, state agencies are enforcing equal opportunity provisions in private enterprise, a job made easier if the state itself is in full compliance. Third, the state's access to federal funds is endangered if compliance with federal statutes is in question. Fourth, the denial of equal opportunity in employment is a discriminatory practice as defined in Title VII of the 1964 Civil Rights Act, as amended.

### Legal Provisions

Equal opportunity in employment is a fundamental right of all citizens and is covered by state and federal laws. The State of Montana is committed to insure equal employment opportunity in an affirmative and active manner by Gubernatorial Executive Order 8-73; the Constitution of the State of Montana (Article II, Sections 3 and 4), (Article X, Section 7); the Montana Human Rights Act of 1974 (Section 64-301 to Section 64-315, R.C.M. 1947), as amended; and the Montana Code of Fair Practices Act of 1975 (Section 64-316 to Section 64-330, R.C.M. 1947). Montana state government is committed to uphold the requirements of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, as amended; Presidential Executive Order 11246, as amended; the Equal Pay Act of 1963; and the Age Discrimination in Employment Act of 1967. This Montana Affirmative Action Plan reaffirms and supports these state and federal laws, rules, and regulations in regard to non-discrimination in employment.

DEFINITIONS

The following definitions shall apply for purposes of this Affirmative Action Plan.

1. "Affected Class" - refers to those groups of people who have suffered and continue to suffer effects of past discrimination. This includes, but is not limited to persons in the following categories: minorities, women, physically or mentally handicapped, aged, ex-offenders, religious groups, public assistance recipients, or those discriminated against because of their marital status, political beliefs, national origin or ancestry.
2. "Employee" - means any individual regularly employed by an agency on a part or full-time basis.
3. "Executive Officer" - means the highest ranking officer and chief administrator of an agency, responsible for all functions within that agency.
4. "Equal Employment Opportunity Officer" - refers to the person, under the supervision of the "Executive Officer", responsible for coordinating and implementing the agency's Affirmative Action Plan in conjunction with requirements established by the Equal Employment Opportunity Bureau.
5. "Good Faith Effort" - means that every reasonable effort has been undertaken to meet the goals and timetables established in the Affirmative Action Plan.
6. "Bona Fide Occupational Qualification" (BFOQ) - refers to an exception to the discrimination provisions upheld by Equal Employment Opportunity laws. A BFOQ may permit an employer to discriminate where a job requires certain restrictions on qualifications that are essential to the accomplishment of the job.
7. "Affirmative Action" - means steps taken to remedy the inadequate and inequitable staffing and recruitment patterns that are the present consequences of discrimination and to prevent the occurrence of employment discrimination in the future.



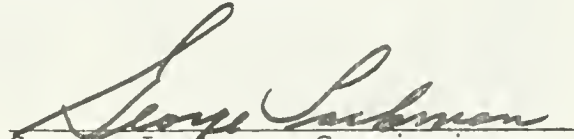
I. AGENCY SUPPORT

Section 1. BASIC POLICY STATEMENT

It is the policy of the state of Montana, Department of Agriculture to insure that all employees and all applicants for employment are treated equally regardless of their race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status, and sex; unless sex, ex-offender status, and/or physical or mental handicap relates to a bona fide occupational requirement. Such action to implement this policy shall include but is not limited to recruitment, benefits, qualification, employment, promotions, demotions or transfers; layoff or termination; including apprenticeship and/or on the job training. The Department of Agriculture will sustain a deliberate effort to equalize employment opportunities for minorities and women at all levels and in all segments of the department's work force. All employment applicants will be recruited from the available labor market and employed in accordance with each person's individual qualifications and abilities.

Eldon Fastrup, Director of Program and Operations, is the Department of Agriculture's Equal Employment Opportunity Officer. Mr. Fastrup, on behalf of the Commissioner, has the over-all responsibility and authority for coordinating equal opportunity and affirmative action efforts of the department.

Equal opportunity can only be reached with the active support and cooperation of all departmental employees. In this, all employees are held responsible for helping to assure the success of the department of Agriculture's Affirmative Action Program.

  
George Lackman, Commissioner  
Department of Agriculture

6/30/74  
Date

II. ASSIGNMENT OF RESPONSIBILITIES

Section 1. THE EXECUTIVE OFFICER

The Executive Officer shall have full responsibility for assuring equal employment opportunity within the department and for implementing the Affirmative Action Plan. The Executive Officer shall insure the affirmative action encompasses all aspects of the agency's operation including staffing, recruiting, training, and complaint-resolution. The Executive Officer will insure a good faith effort in the achievement of employment goals and upgrading of affected class members within the department.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	Appointment of department EEO Officer and identified in writing to the state EEO Bureau.	Executive Officer	Dec. 18, 1975
2.	A work plan and development procedure of the department's Affirmative Action Plan will be submitted to the state EEO Bureau.	Executive Officer EEO Officer	Dec. 23, 1975
3.	EEO orientation meeting for administrative personnel.	Executive Officer EEO Officer	Jan. 15, 1976
4.	Affirmative Action Plan will be reviewed and submitted to EEO Bureau for authorization.	Executive Officer EEO Officer Administrators	June 30, 1976
5.	The Executive Officer will meet semi-annually with the EEO Officer to evaluate the progress of each unit in relation to established goals.	Executive Officer	July 30, 1976 (semi-annually)
6.	Insure that Affirmative Action encompasses all aspects of the agency's operation including staffing, recruiting, and training needs.	Executive Officer	July 30, 1976 (ongoing)

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
7. Insure that complaint procedures are strictly adhered to without retaliation or reprisal against any person filing a formal or informal discrimination complaint, or against any person giving testimony or aiding in the resolution of complaints.	Executive Officer	July 30, 1976 (ongoing)
8. Insure accurate completion and submission of the agency's Affirmative Action Plan and Semi-Annual Affirmative Action Status Reports to the Equal Employment Opportunity Bureau.	Executive Officer	Six months after acceptance of plan (semi-annually)
9. Insure a "good faith effort" in the achievement of employment goals and upgrading of "affected class" members within the agency.	Executive Officer	July 30, 1976 (ongoing)
10. Cooperate and provide information to the Equal Employment Opportunity Bureau when a review of the agency's Affirmative Action Plan is scheduled.	Executive Officer	July 30, 1976 (ongoing)

Section 2. THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER

The EEO Officer is responsible for developing and implementing the department's Affirmative Action Plan. The EEO Officer has been delegated the necessary authority to properly and efficiently carry out his responsibility for coordinating the department's cooperation with the state EEO Bureau and providing necessary information and data on Affirmative Action.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	EEO orientation meeting for administrative personnel.	EEO Officer	Jan. 12, 1976
2.	Information memo outlining EEO principles, goals, and concepts to all departmental employees.	EEO Officer	Jan. 15, 1976
3.	Complete preliminary draft of department Affirmative Action Plan. Establish goals, procedures, and methods to effectively implement plan.	EEO Officer	June 15, 1976
4.	Review Affirmative Action Plan for initial submission to the state EEO Bureau.	Department Director Administrator of Centralized Services EEO Officer	June 30, 1976
5.	Maintain Affirmative Action records and documentation.	EEO Officer	Initiate July 1, 1976 (ongoing)

Section 3. ADMINISTRATOR OF CENTRALIZED SERVICES

The Administrator of Centralized Services is responsible for carrying out equal employment opportunities and Affirmative Action personnel procedures. It is the Administrator's responsibility to implement Affirmative Action in recruitment procedures and in communications with community, minority and women's groups. The Administrator of Centralized Services will consult with the EEO Officer and participate in the semi-annual program assessment.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	Complete preliminary draft of department Affirmative Action Plan. Establish short and long range goals, procedures and methods to effectively implement the plan.	Administrator of Centralized Services EEO Officer	June 30, 1976
2.	Review Affirmative Action Plan for initial submission to the EEO Bureau.	Department Director Administrator of Centralized Services EEO Officer	June 30, 1976
3.	Maintain Affirmative Action personnel records and documentation.	Administrator of Centralized Services	Initiate July 1, 1976 (ongoing)

Section 4. DIVISION ADMINISTRATORS AND SUPERVISORY PERSONNEL

All officials and managers will be familiar with the department's Affirmative Action Program, clearly understanding their job responsibilities for equal employment opportunity and assure the success of the Affirmative Action Plan. They shall promote and develop the purposes of the program within their specific division and throughout the department. Management performance in regard to the Affirmative Action Program will be evaluated as is performance on other department goals.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	Attend initial and subsequent meetings where Affirmative Action Program, its basic goals and implementation will be discussed. Provide input, suggestions, or questions on the Affirmative Action Program.	Division Administrators Supervisory Personnel	Jan 12, 1976 (ongoing)
2.	Utilization analysis of department staffing pattern, position incumbents, classification specifications with respect to factors contained in Section 501, State Affirmative Action Plan.	Division Administrators	Feb. 20, 1976
3.	Identify deficiencies, analyze projected staffing patterns, position needs and level changes, develop goals and actions to resolve deficiencies.	Division Administrators EEO Officer	March 4, 1976

III. DISSEMINATION OF POLICY

Section 1. INTERNAL DISSEMINATION

To insure that all employees of the Department of Agriculture are made aware of and fully understand the policy of non-discrimination and equal employment opportunity, and the ramifications of the Affirmative Action Plan.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	Copies of the policy statement and the EEO complaint procedure will be distributed to all department employees; the EEO Officer's name and telephone number will be included.	Executive Officer	July 30, 1976
2.	The policy statement and the EEO complaint procedure will be posted on all division bulletin boards; the EEO Officer's name and telephone number will be included.	EEO Officer	July 30, 1976
3.	Periodic meetings of supervisory and personnel office employees will be conducted in conjunction with staff meetings, to be conducted not less than every six months, at which time the department's Affirmative Action Plan and implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer or another qualified agency official.	EEO Officer	July 30, 1976 (ongoing)

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
4. All new supervisory or personnel office employees will be given a thorough orientation by the EEO Officer or another qualified agency official. This shall cover all aspects of the agency's equal employment opportunity obligations, and occur within thirty working days following their reporting for duty with the agency.	EEO Officer	July 30, 1976 (ongoing)
5. Employees will be encouraged through the division meetings, to approach their supervisors or the EEO Officer concerning any questions or suggestions regarding Affirmative Action.	EEO Officer	July 30, 1976 (ongoing)
6. All employees will have the entire Affirmative Action Plan available to them through the division administrators, the EEO Officer and the Administrator of Centralized Services.	EEO Officer	July 30, 1976 (ongoing)
7. All new employees will receive a copy of the policy statement and the complaint procedure, a thorough orientation to the department's Affirmative Action Program and information on obtaining the complete plan if the employee would desire a complete copy.	EEO Officer	Within 30 days of employment



	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
8.	The EEO Officer or other qualified agency official shall instruct all employees engaged in the recruitment of potential employees as to the objectives of Affirmative Action goals. The Officer shall also instruct these employees as to the procedures of locating and recruiting potential employees from the "affected class".	EEO Officer	July 30, 1976 (ongoing)

Section 2.            EXTERNAL DISSEMINATION

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	Upon initial contact and with subsequent contacts for referral and recruitment purposes, external organizations shall receive a copy of the policy statement.	Administrator of Centralized Services	July 30, 1976
2.	The phrase "Equal Employment Opportunity/Affirmative Action Employer" will be included on all departmental job announcements.	Administrator of Centralized Services	July 30, 1976 (ongoing)



D. EMPLOYMENT DATA AS OF JUNE 30 (Cont)

(Do not include elected/appointed officials. Blacks will be counted as zero)

1. FULL TIME EMPLOYEES (Part-time employees not included)

CATEGORIES	ANNUAL SALARY Incl. funds 000	MALE						FEMALE					
		WHITE	BLACK	SPAN SUPPORTIVE OTHER	ASIAN OTHER	INDIAN	PACIFIC ISLANDER	WHITE	BLACK	SPAN SUPPORTIVE OTHER	ASIAN OTHER	INDIAN PACIFIC	OTHER
		A	B	C	D	E	F	G	H	I	J	K	L
SKILLED CRAFT	49 \$ 0139												
	50 4059												
	51 5079												
	52 6099												
	53 100129												
	54 130159												
	55 160239												
	56 250 PLUS												
SKILLED MAINTENANCE	57 0139												
	58 4059												
	59 6079												
	60 8099												
	61 100129												
	62 130159												
	63 160239												
	64 \$ 250 PLUS												
TOT FULL TIME													
	COL TOTALS	36					1	21				1	

2. OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

	COL TOTALS												
1 OFFICIALS ADMIN													
2 PROFESSIONALS													
3 TECHNICIANS													
4 PROTECTIVE SERV													
5 PARA PROFESSIONAL													
6 OFFICE CLERICAL													
7 SKILLED CRAFT													
8 SERV. MAINT													
9 OTHER													
	COL TOTALS												

3. NEW HIRES DURING FISCAL YEAR - Permanent full time only  
(Omit this section in 1973)

	COL TOTALS												
1 OFFICIALS ADMIN													
2 PROFESSIONALS													
3 TECHNICIANS													
4 PROTECTIVE SERV													
5 PARA PROFESSIONAL													
6 OFFICE CLERICAL													
7 SKILLED CRAFT													
8 SERV. MAINT													
9 OTHER													
	COL TOTALS												

Section 2. EXTENT OF UNDER UTILIZATION

The Department of Agriculture's current employee labor force is shown by job classification in EEO-4 format on pages 11 and 12. This data shows the composition of the department's work force as of June 1, 1976.

A breakdown of the Department of Agriculture's minority and women employment is illustrated in Table A.

TABLE A  
Department of Agriculture Labor Force

JOB CATEGORY	MEN		WOMEN		MINORITY	
	Number	%	Number	%	Number	%
Officials/ Administrators	11	100%	0	0%	0	0%
Professionals	22	92%	1	4%	1	4%
Technicians	3	50%	3	50%	0	0%
Office/Clerical	0	0%	17	94%	1	6%
TOTAL	36	61%	21	35%	2	4%

Note: Elected, appointed, and temporary employees not included

The Department of Agriculture normal recruitment area generally incorporates the State in all job categories except for two positions in our Transportation Division; Administrator and Transportation Specialist I. These positions are recruited on a national basis due to their technical/professional nature (see page 15).

Information on the percentage of each minority group (by sex) in the total population of Montana is summarized in Table B.

TABLE B

Percent of Breakdown of the Experienced Civilian Labor Force by Race and Sex

LABOR GROUP	% Male	% Female	Total %
White	63.22	34.05	97.27
Native American	.96	.55	1.51
Spanish American	.62	.30	.92
Black	.12	.06	.18
Asian American	.09	.02	.06
TOTAL	65.00	35.00	100.00

Source: Table 172, 1970 census using "Instructions for Completing Utilization Analysis, Availability Analysis and Establishing Goals and Timetables."

Based on the 1970 census report, Montana's population (694,409) consists of 50% women, with 35.13% of the civilian labor force consisting of women, .88% Spanish American and 2.75% other minorities.<sup>1</sup>

Table C summarizes information on state unemployment for male and female.

TABLE C

Unemployment<sup>2</sup>

LABOR CLASS	% UNEMPLOYMENT
Male	5.79
Female	6.81
Spanish American	5.52
Minority	18.10
TOTAL STATEWIDE	6.15

<sup>1</sup> Department of Labor and Employment Security Division, "Manpower Information for Affirmative Action Programs, 1974-1975."

<sup>2</sup> Ibid.

The Department of Agriculture's turnover is summarized in Table D.

TABLE D  
Turnover By Fiscal Year

JOB CATEGORY	YEAR				
	1972	1973	1974	1975	1976 to date
Officials/ Administrators	0	1	0	2	2
Professionals	1	2	5	8	0
Technicians	0	1	0	3	0
Office/Clerical	3	10	7	2	3
TOTAL	4	14	12	15	5





V. GOALS AND TIMETABLES WORKSHEETS  
**TABLE E**  
**AVAILABILITY ANALYSIS GOALS AND TIMETABLES WORK SHEET**

JOB AGENCY- <u>Officials/Administrators</u> TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET--25,286 *%NOW EMPLOYED BY AGENCY-- 10		JOB FAMILY NUMBER-- FEMALE	
DATE <u>6/3/76</u>		MINORITY--TOTAL MALE AND FEMALE	
CIRCLE AVAILABILITY SOURCE: STATE-- <del>XXXXXX</del> Table 172 AVAILABILITY CLASSIFICATION USED: <u>Managers and Administrators, except farm</u>			
STATE-- <del>XXXXXXXXXX</del> Table 172		**NOW EMPLOYED	
*AVAILABLE		*AVAILABLE	
NO.	%	NO.	%
4805	19.003%	0	0%
4	.016%	0	0%
33	.131%	0	0%
17	.067%	0	0%
1	.003%	0	0%
1	.003%	0	0%
4861	19.22%	0	0%
PRESENT STATUS		PRESENT STATUS	
% AVAILABLE MINUS % NOW EMPLOYED	% AVAILABLE MINUS % NOW EMPLOYED	% AVAILABLE MINUS % NOW EMPLOYED	% AVAILABLE MINUS % NOW EMPLOYED
0.08%	0.08%	0.08%	0.08%
.72%	.72%	.72%	.72%
.27%	.27%	.27%	.27%
.01%	.01%	.01%	.01%
.01%	.01%	.01%	.01%
1.09%	1.09%	1.09%	1.09%
8-PRESENT UTILIZATION--LINE 7 ( AVAILABLE MINUS LINE 7 (NOW EMPLOYED)		1.09%	
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)			
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.		0	
YEARLY GOALS		1 YR. 2 YRS. 3 YRS. 4 YRS. 5 YEARS	
PRIORITIES		No goal necessary	
FEMALES		1	
		1.92	

# TABLE F AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

DATE	MINORITY--TOTAL MALE AND FEMALE		OFFICIALS/Administrators		JOB FAMILY NUMBER--	
	NO.	%	NO.	%	NO.	NO. EMPLOYED BY AGENCY--
1-TOTAL	1942	1.46%	0	0%	14966	11.28
2-SPANISH SPEAKERS	192	.14%	0	0%	156	.12
3-LATINE AMERICANA	268	.20%	0	0%	108	.08
4-ASIAN AMERICANA	923	.69%	0	0%	19	.01
5-OTHER	--	--	0	0%	241	.18
TOTAL	3325	2.5%	0	0%	15490	11.6
<p>COMPUTE 5 YRS. GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL GOAL. MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY.</p> <p>5 YRS. GOAL = 3325 x 2.5% = 83.125 (ROUND UP TO 84)</p>						
<p>GOAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY:</p>						
1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS		
No goal necessary	No goal necessary	No goal necessary	No goal necessary	No goal necessary		
					11.6	
					.03	
					11.6	

# TABLE G AVAILABILITY ANALYSIS GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY- Professionals		JOB FAMILY NUMBER- 23	
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET-- 9043		**NOW EMPLOYED BY AGENCY-- 23	
DATE 6/8/76	MINORITY--TOTAL MALE AND FEMALE FEMALE		
CIRCLE AVAILABILITY SOURCE: STATE--NATIONAL--OTHER Table 172			
AVAILABILITY CLASSIFICATION USED: Professional, technical, kindred workers, accountants, life and physical scientists, engineering and science tech. other			
ETHNIC STATUS		PRESENT STATUS	
*AVAILABLE		**NOW EMPLOYED	
NO.	%	NO.	%
21	.23%	1	4.3%
39	.43%	0	0%
158	1.75%	0	0%
7	.08%	0	0%
7	.08%	0	0%
232	2.56%	2	.02%
7-TOTAL		2194	24.26%
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (HOW EMPLOYED))		- 1.73%	
9-COMPUTE 5-YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)		- .40	
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.		19.96%	
YEARLY GOALS		4.59	
1 YR.	2 YRS.	3 YRS.	4 YRS.
No goal necessary			
1 1 1 1			
MINORITIES			
FEMALES			

# TABLE H AVAILABILITY ANALYSIS GOALS AND TIMETABLES WORK SHEET

DATE	MINORITY--TOTAL MALE AND FEMALE	JOB FAMILY NUMBER-	FEMALE								
11-1-74	2535	PROFESSIONALS									
		AVAILABLE IN LABOR MARKET-- 38,141	**NOW EMPLOYED BY AGENCY--								
STATE-NATIONAL-OTHER Table 2											
AVAILABILITY SOURCE: <del>STATE-NATIONAL-OTHER</del> Table 2											
AVAILABILITY CLASSIFICATION USED: Professional, technical and kindred workers, Technicians, etc.											
*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS		*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	
NO.		NO.		% AVAILABLE MINUS % NOW EMPLOYED		NO.		NO.		% AVAILABLE MINUS % NOW EMPLOYED	
2132	5.6%	0	0%			6591	17.3%	0	0%		17.3
680	1.8%	0	0%	5.6%		761	2.0%	0	0%		2.0
150	.4%	0	0%	1.8%		37	.1%	0	0%		.1
379	1.0%	0	0%	.4%		0	0%	0	0%		0
47	.1%	0	0%	1.0%		122	.3%	0	0%		.3
3388	8.9%	0	0%	.1%		19	0%	0	0%		0
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	
3388		0		8.9%		7530		19.7%		19.7	
*TOTAL VALUE TO BE ATTAINED BY DECEMBER 31, 1975, ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE VALUE ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY) *TOTAL VALUE TO BE ATTAINED BY DECEMBER 31, 1975, ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE VALUE ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)											
*EVALUATE THE VALUE OF THE NEXT 5 YEARS TO ATTAIN EQUAL OPPORTUNITY WITHIN YOUR AGENCY.											
FAMILY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS	FAMILY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
100%						100%					
*EVALUATE THE VALUE OF THE NEXT 5 YEARS TO ATTAIN EQUAL OPPORTUNITY WITHIN YOUR AGENCY.											
*EVALUATE THE VALUE OF THE NEXT 5 YEARS TO ATTAIN EQUAL OPPORTUNITY WITHIN YOUR AGENCY.											

# TABLE I AVAILABILITY ANALYSIS GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY- Technicians		JOB FAMILY NUMBER- 6										
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET-- 4135		**NOW EMPLOYED BY AGENCY-- 6										
DATE 6/8/76		FEMALE										
CIRCLE AVAILABILITY SOURCE: STATE-- <del>XXXXXX</del> Table 172		STATE-- <del>XXXXXX</del> Table 172										
AVAILABILITY CLASSIFICATION USED: Other professional, technical and kindred workers												
ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS		*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED	% AVAILABLE MINUS % NOW EMPLOYED
1-WHITE	15	.4 %	0	0 %	0	0 %	1329	32.1 %	3	50 %	-17.9 %	0 %
2-BLACK	60	1.4 %	0	0 %	0	0 %	27	.6 %	0	0 %	-6 %	0 %
3-SPANISH AMERICAN	94	2.3 %	0	0 %	0	0 %	41	1.0 %	0	0 %	1.0 %	0 %
4-NATIVE AMERICAN	4	.1 %	0	0 %	0	0 %	2	0 %	0	0 %	0 %	0 %
5-ASIAN AMERICAN	4	.1 %	0	0 %	0	0 %	2	0 %	0	0 %	0 %	0 %
6-OTHER	177	4.3 %	0	0 %	0	0 %	1401	33.9 %	3	50 %	-16.3 %	0 %
7-TOTAL												
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED))												
4.3 %												
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)												
.26												
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.												
YEARLY GOALS		1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS						
PRIORITIES		No goal necessary										
FEMALES		No goal necessary										

TABLE J

# AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

OFFICE: OFFICE/Clerical JOB FAMILY NUMBER: 18  
 AGENCY: STATE--XXXXXX AVAILABLE IN LABOR MARKET-- 37204 \*\*NOW EMPLOYED BY AGENCY-- 18  
 DATE: XXXXXX FEMALE

ETHNIC STATUS: MINORITY--TOTAL MALE AND FEMALE

CIRCLE AVAILABILITY SOURCE: STATE--XXXXXX Table 172  
 AVAILABILITY CLASSIFICATION USED: Clerical and kindred workers

ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS		*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	
	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED	% AVAILABLE MINUS % NOW EMPLOYED	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED	% AVAILABLE MINUS % NOW EMPLOYED
1-WHITE	61	.16%	0	0%	.16%	.16%	27936	75.09%	17	94.44%	-19.35%	-19.35%
2-BLACK	229	.62%	0	0%	.62%	.62%	50	.13%	0	0%	.13%	.13%
3-SPANISH AMERICAN	629	1.69%	1	5.56%	-3.87%	-3.87%	152	.41%	0	0%	.41%	.41%
4-NATIVE AMERICAN	27	.07%	0	0%	.07%	.07%	463	1.24%	1	5.56%	-4.32%	-4.32%
5-ASIAN/PACIFIC ISLANDER	27	.07%	0	0%	.07%	.07%	20	.05%	0	0%	.05%	.05%
6-OTHER	973	2.62%	1	5.56%	-2.94%	-2.94%	20	.05%	0	0%	.05%	.05%
TOTAL	1736	4.63%	2	5.56%	-0.93%	-0.93%	28641	76.98%	18	100.00%	-23.03%	-23.03%

17-TIMETABLES THROUGH THE NEXT 5 YEARS TO ACHIEVE EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.

YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
OPPORTUNITIES		No goal necessary			
PEOPLE		No goal necessary			

Section 2.            AVAILABILITY ANALYSIS

The analysis completed in V. Section 2., utilizes the state of Montana as the recruitment and relevant labor market area for the Department of Agriculture, except for two positions in the Transportation Division in which the recruitment is based on a national basis due to a lack of a qualified, technical background, experienced labor force in the state of Montana. Table 172 of the 1970 U.S. Census was the source for all data on minority and female availability in the state of Montana labor force. The source of all data on minority and female availability on the national level (V., Section 1, Table F and H) utilizes Table 2, of the 1970 U.S. Census.

The analysis contained in Section 1 illustrates an under utilization of women in the officials/administrators, professionals and technical categories. Goals have been established to correct these areas of under utilization.

Section 2 analysis also illustrates an over utilization of women in the office and clerical job area. The Department of Agriculture will make a good faith effort to increase the utilization of men in this category.

Employee turnover information by job category is detailed on page 15 Table D. Past turnover trends and information was used to establish good faith timetables for correcting under utilization.

Goals and timetables in regards to promotion, transfer, and training are contained in IX, Job Structuring and Upward Mobility.

In the event that the department's employment should change enough to warrant a change in goals and objectives, and timetables as established in this Affirmative Action Plan, the Department will recommend such revision as necessary to the state EEO Bureau. All recommendations for revisions will be submitted in good faith with a continuing commitment to the Affirmative Action Program.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review of goals and timetables established making changes subject to EEO Bureau for approval.	EEO Office Division Administrators Executive Officer	July 15, 1976

VI. GOALS AND TIMETABLES

Table K illustrates goals and target dates established for the department. For a lack of a goal in any category, see V. Goals and Timetables worksheets, Section 1.

TABLE K  
Goals and Timetables

JOB CATEGORY	LABOR GROUP GOAL		Target Date June 30
	Minority	Female	
Officials/ Administrators	No Goal	2	1 per year 1979 & 1981
Professionals	No Goal	4	1 per year 1978-1981
Technicians	No Goal	No Goal	
Office/Clerical	No Goal	No Goal	



VII. RECRUITMENT

Section 1. INTERNAL RECRUITMENT PROCEDURES

Goal: Identify and eliminate discriminatory recruitment methods and practices in developing and establishment of affirmative recruitment practices.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. All existing recruitment methods and practices will be reviewed to identify and eliminate those that are discriminatory. Review of recruitment practices will be conducted on an annual basis consulting with affected class members in developing recruitment and personnel procedures.	EEO Officer Administrator of Centralized Services	July 30, 1976 (annually)
2. Standardize recruitment methodology and procedures throughout the department and use documentation of procedures to affirmatively comply with EEO.	EEO Officer Administrators	June 30, 1976 (ongoing)
3. All employees involved in recruitment will be informed of present methods and procedures found to be discriminatory and that are eliminated for future use.	EEO Officer Administrator of Centralized Services	August 15, 1976
4. All employees will be notified in writing of standardized recruitment methodology and procedures identified as in compliance with EEO and Affirmative Action.	Administrator of Centralized Services	Sept. 15, 1976

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
5.	Employees directly involved in recruitment will attend periodic meetings to receive information in regards to EEO; legal, affirmative and affected class recruitment potential. Employees will provide input, suggestions and questions at such meetings.	EEO Officer	Sept. 30, 1970

Follow through activities will include documentation of all steps by the responsible official.

Section 2. EXTERNAL RECRUITMENT SOURCES

Goal: Establish standardized procedures for locating and encouraging a greater number of affected class members to have access to and apply for employment in the department.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	Development of a referral and recruitment resource list that will reach all segments of the population that work closely with affected class including but not limited to: minority organizations, women's groups, religion groups, educational institutions, and training schools.	EEO Officer	June 15, 1976 (ongoing)
2.	Contacts of recruitment sources will state "An Equal Employment/Affirmative Action Employer" and will reiterate interest in referrals and applications from qualified and qualifiable affected class members.	Administrator of Centralized Services	June 30, 1976 (ongoing)
3.	Job openings will be listed with the state Employment Service. The Employment Service will include all minority and affected class in recruitment of qualified as well as qualifiable applicants.	Administrator of Centralized Services	June 15, 1976
4.	All employment openings will be held open for a minimum of two (2) weeks to facilitate adequate response to recruitment efforts.	Employees setting closing dates Administrator of Centralized Services	June 1, 1976

Vacancy analyzation provisions are incorporated in: IX - Job Structuring and Upward Mobility.

A recruitment sources list will be maintained by the Administrator of Centralized Services in follow-up action.

Section 3. LITERATURE - RECRUITMENT

Goal: Job announcements, publications, and other recruitment literature will reflect the Department of Agriculture's commitment to equal employment opportunity to all individuals.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Job announcements, publications, and other recruitment literature will be reviewed to identify and eliminate discriminatory language and photography. Affected class members will participate in reviewing procedure.	EEO Officer	July 30, 1976 (ongoing)
2. A standardized job announcement format will be established and utilized throughout the department. Recruitment literature will be clear and concise to facilitate understanding by all prospective applicants.	EEO Officer Administrator of Centralized Services	July 30, 1976 (ongoing)
3. Recruitment advertising will not be proposed based on publications in sex-segregated listings except on the occasion that sex is a bona fide occupational job qualification in which event it shall be so identified.	Administrator of Centralized Services	July 30, 1976 (ongoing)
4. Recruitment literature shall state that the department is "An Equal Employment Opportunity/Affirmative Action Employer.	Administrator of Centralized Services	July 30, 1976 (ongoing)

VIII. SELECTION PROCEDURES

Section 1. SELECTION

Goal: Employee selection shall be based solely on job related qualifications and experience without discrimination on the basis of: race, color, religion, natural origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status, and sex; unless sex, ex-offender status and/or physical or mental handicap relates to a bona fide occupational requirement.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	A selection committee consisting of the positions administrator or direct supervisor, EEO Officer and the department's Administrator of Centralized Services or their delegates will conduct selection procedures for all new employment. The committee will submit employment recommendations to the executive officer.	EEO Officer Administrators Executive Officer or Delegates	June 30, 1976 (ongoing)
2.	Employees serving on a selection committee will receive training in affirmative action including emphasis on non-discriminatory screening, interviewing, reference checks, hiring and record maintenance.	EEO Officer Administrator of Centralized Services	Starting July 30, 1976 (ongoing)
3.	Work experience as well as education will be evaluated for each applicant.	EEO Officer Employee Responsible for hiring	Aug. 15, 1976 (ongoing)
4.	Reasons for employment decision will be directly documented.	Employee Responsible for hiring Reviewed by EEO Officer	Aug. 15, 1976 (ongoing)

During completion of the second semi-annual Affirmative Action Status report, the EEO Officer and the Administrator of Centralized Services shall review the training provided on selection procedures, scheduling additional training as deemed necessary.

A periodic review of documentation on selection and placement will be

conducted by the EEO Officer, to identify and correct any area in which a disproportionate number of minorities or women have been rejected in the hiring process. If an area is so identified, the EEO Officer will meet with the division administrator to delineate and seek solutions to such problem areas by initiating corrective action.

Section 2.

TESTING

The Department of Agriculture uses no formal oral or written performance tests in the selection process. If at a future date, the Department should require formal testing, the EEO Officer shall review the tests, assuring that they comply with the Equal Opportunity Commission Guidelines on Employee Selection prior to their use.



Section 3.

NEPOTISM

Goal: To comply with state law (Section 59-518 through Section 59-520, R.C.M. 1947) in employment in regards to nepotism.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. To allow the employment of relatives within the Department so long as it is within state law and one relative is not responsible for supervision, hiring, promotion, termination, or determination of rate of pay of the other relative.	EEO Officer Employee responsible for hiring Administrator of Centralized Services	July 30, 1976

IX. JOB STRUCTURING AND UPWARD MOBILITY

Section 1 JOB STRUCTURING

Goal: To assure that job classifications and descriptions based on job related criteria, are accurate.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review of job classification and correct all inaccuracies.	EEO Officer Administrator of Centralized Services	Oct. 30, 1976
2. Make new job classifications based on job related criteria.	EEO Officer Administrator of Centralized Services	Oct. 30, 1976 (ongoing)
3. Vacancies will be analyzed to determine if they can be filled equally well by the substitution of two part-time positions.	EEO Officer Administrator of Centralized Services	Oct. 30, 1976 (ongoing)
4. When a vacancy is anticipated, consideration may be given to providing on-the-job training for an affected class person, thus allowing an opportunity to qualify for the vacancy.	EEO Officer Administrator of Centralized Services	Oct. 30, 1976 (ongoing)

Section 2.

TRAINING

Goal: Departmental employees will receive consideration for job related training opportunities on an equal basis.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Training opportunities will be reviewed and evaluated with all employees receiving equal consideration to participate in job related training programs which can assist them to develop their careers as fully as possible.	EEO Officer	Sept. 30, 1976 (ongoing)
2. Successful completion of training courses will be documented in an employees personnel file and due consideration given during evaluation and promotion process. Employees will notify Centralized Services upon successfully completing a training course.	Employee Administrator of Centralized Services	July 15, 1976 (ongoing)
3. Training announcements will be posted sufficiently in advance to facilitate interested employees request for approval of attendance and establishing attendance arrangements.	EEO Officer	Nov. 15, 1976 (ongoing)

Section 3. PROMOTIONS, TRANSFERS, AND ASSIGNMENTS

Goal: To eliminate any barriers affecting advancement in all employment practices.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review all procedures and policies affecting promotions, transfers, and assignments; eliminating all discriminating elements.	EEO Officer	Nov. 30, 1976
2. During the preparation of the semi-annual status report, all promotions, transfers, and assignments will be reviewed.	EEO Officer Administrator of Centralized Services	Date of semi-annual reports
3. Promotion employee availability will be determined through the use of Form E, "Promotable Employee Date", in the semi-annual status report.		Semi-annually starting with hiring of the first report.

X. PERSONNEL ACTIONS

Section 1. COMPENSATION AND BENEFITS

The salary for positions within the Department of Agriculture shall and are determined by the statewide classification and pay plan. The Classification Bureau in the Personnel Division of the state of Montana, Department of Administration establishes the statewide salary matrix based on periodic salary surveys of other employers.

Benefits are established for all state employees by the state of Montana.

Goal: To insure non-discrimination in compensation (equal pay for substantially similar work), benefits, and conditions of employment.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review all benefits and conditions of employment (including medical, hospital, accident and life insurance; retirement benefits and pensions) leave and other terms, conditions and privileges of employment to insure that there is no discrimination.	EEO Officer Administrator of Centralized Services	Nov. 15, 1976
2. Compare job descriptions and actual job functions to insure all jobs requiring substantially similar work are classified and compensated the same. If found necessary, submit reclassification requests to correct deficiencies.	EEO Officer Administrator of Centralized Services	Dec. 15, 1976

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
3. Merit service increase will be granted only on the basis of performance as indicated.	Employees responsible for recommending merit service increases Executive Officer	When evaluation system is initiated (ongoing)
4. The Department shall comply fully with all provisions of state law.	Executive Officer EEO Officer	Present (ongoing)

As new jobs are developed and job descriptions change, the EEO Officer will review all changes and maintain equal pay for equal work in the Department. All new employees will receive appropriate employee handbooks.

Section 2. JOB PERFORMANCE EVALUATIONS

Goal: To implement a standard Department policy and procedure for job performance evaluations for all employees. This policy and procedure will be nondiscriminatory in design and application, establishing evaluation solely on job performance and other specific job related criteria.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	When the standardized evaluation form now under development by the Department of Administration becomes available, it will be used in all performance evaluations of Department employees.	Administrator of Centralized Services Employees responsible for evaluations	45 working days after availability of form (ongoing)
2.	Policy and procedure on performing non-discriminatory evaluations will be developed with consideration to guidelines issued by the Department of Administration.	EEO Officer Administrator of Centralized Services Executive Officer	15 working days after availability of forms
3.	Orientation sessions will be conducted to acquaint employees with evaluation policy, procedure, and form.	EEO Officer Administrator of Centralized Services	20 working days after policy and procedure are adopted
4.	A copy of the employees performance evaluation will be included in the employees personnel file.	Administrator of Centralized Services	When an employee's evaluation is completed (ongoing)
5.	The evaluation procedure, policy, and forms will be reviewed annually, and recommended revisions made if deemed necessary.	EEO Officer Executive Officer Administrator of Centralized Services	Annually

Section 3. DISCIPLINARY ACTION, DEMOTION AND TERMINATION

Goal: To assure equitable disciplinary action based on job related, nondiscriminatory criteria.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	Unsatisfactory job performance will be noted and discussed with an employees at least one performance evaluation; appropriate corrective action will be outlined and improvement requested before disciplinary action is taken, or demotion or termination occurs. A definite period of time in which to improve job performance before disciplinary action, demotion or termination occurs.	Employees conducting performance evaluations Executive Officer	Start when evaluation system is initiated (ongoing)
2.	Job related criteria equally applicable to all employees in all similar jobs will be the basis for determination of disciplinary action, demotion and termination.	Administrators Executive Officer EEO Officer	July 30, 1976 (ongoing)
3.	Entrance interviews will be conducted with all employees, on or about 2 weeks after starting employment, to facilitate better orientation and easy transition into job functions. Entrance interviews will try to identify any problems with a new employee and so corrective action can be taken and disciplinary action, demotion and termination can be avoided.	Administrator of Centralized Services or a representative EEO Officer	June 1, 1976 (ongoing)



	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
4.	Exit interviews will be conducted with all employees upon their job termination to determine reasons for terminating. Corrective action will be taken to eliminate discrimination if any occurred and influenced the employees decision.	EEO Officer or a designated representative	June 30, 1976 (ongoing)

A copy of entrance and exit interviews will be signed by the employee and individual conducting the interview and placed in the employee's personnel file.

XI. CONTRACTS

The Department of Agriculture entered into a supplement to, and Master Contract with M.P.E.A. effective July 16, 1976.

In accordance with Article V of the Master Contract and the provisions of Chapter 487, Session Laws of 1975, "Montana Code of Fair Practices," the Department shall recruit, appoint, assign, train, evaluate, and promote its employees on the basis of merit and qualifications, without regard to race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry.

In accordance with Article VI of the Master Contract, qualities such as experience, qualification, and capabilities shall be the controlling factors for promotions and filling new or vacated positions.

XII. SUBCONTRACTORS AND SUBGRANTS

The Department shall include an affirmative action policy statement with each application for funding or grant proposal, requiring contractors, subcontractors, subgrantees, and other firms doing business with the Department to be in compliance with the provisions of this Affirmative Action Plan and Section 64-316 to Section 64-330, R.C.M. 1947.

XIII. COMPLAINT PROCEDURE

Section 1. LIMITATIONS

Goal: To provide for prompt, fair, and impartial processing of complaints of discrimination by prospective, current, or former employees.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1	Complainant employees will be informed of their legal right to file with the U.S. Equal Employment Opportunity Commissioner or the State Human Rights Bureau any time during the internal complaint process.	EEO Officer	When informed or formal complaint process is instigated
2.	The complaint procedure shall be posted in a conspicuous place on all appropriate bulletin boards, readily accessible to all employees. Employees will receive a copy of the complaint procedure.	EEO Officer	July 30, 1976 within 30 working days of employment for new employees
3.	The complaint resolution procedure will be reviewed in conjunction with the compiling and filing the semi-annual status report.	EEO Officer	July 30, 1976 Semi-annually

Section 2. FORMAL RESOLUTION

A formal complaint must be inacted within 20 working days of an alleged discrimination act. The complainant must complete and file the Employment Discrimination Report with the EEO Officer within this time frame to initiate a complaint.

An appeal board consisting of one member as designated by the complainant, one member designated by the Executive Officer and the third member selected and agreed upon by the first two members, will conduct an impartial investigation and hearing into the complaint. The third member selected shall chair the appeal board initiating the basic principals that will govern the hearing: (1) Give notice to all parties of specific charges, (2) Each party will have the right to produce evidence in writing and through witnesses, (3) Opposing parties will have the right to question under the supervision of the board, the persons who submit evidence, (4) The appeal board's decision will and must be made strictly on sound evidence as produced. A tape recording of all hearings will be recorded to provide documentation of board proceedings and to be used for future reference. Each recording must be saved and kept on file for one year after completion of a board hearing.

The appeal board will hold a formal hearing within 15 calendar days after the formal complaint has been filed with the EEO Officer. Within five days after completion of the hearing, the board must present its conclusions and recommendation to the Executive Officer. The Executive Officer will have five working days after receiving the board's recommendations to make his/her decision and notify both parties in writing of that decision.

Termination, demotion, or any form of punishment or harassment against an employee for taking complainant action or against any person providing information in the resolution of such complaints, is illegal and will not be tolerated.

The EEO Officer will advise the complainant within 15 days of filing, of his right to file the complaint directly with the Human Rights Commission, the Equal Employment Opportunity Commission, or an appropriate U.S. District Court. The complainant shall be informed by the EEO Officer of time limitations and other jurisdictional items involved in filing with any of the above agencies. The complainant will be advised of: confidentiality, to representation of his choosing, the merits of the complaint, seeking a solution on an informal basis.

Section 3. INFORMAL RESOLUTION

The complainant will notify the EEO Officer of his/her complaint within 10 working days from the alleged discriminatory incident. The complainant and/or the EEO Officer will meet with the complainant's division administrator for informal discussion, investigation, and resolution of the situation.

Termination, demotion or any form of punishment or harassment against an employee for taking complainant action or against any person providing information in the resolution of such complaints, is illegal and will not be tolerated.

The complainant shall be advised of his right to file a formal complaint and to initiate the formal complaint procedure.

XIV. RECORDS AND REPORTS

Goal: To audit, monitor, and evaluate the Department's Affirmative Action Plan progress on a continuing and regular basis.

	<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1.	Affirmative Action Plan and semi-annual Affirmative Action Status reports to the EEO Bureau will be reviewed to assure accurate completion.	Executive Officer	July 30, 1976 semi-annually
2.	The Department's Affirmative Action Plan will be reviewed and evaluated on a semi-annual basis.	EEO Officer	July 30, 1976 semi-annually
3.	A semi-annual Affirmative Action status report shall be submitted to the EEO Bureau. This report will current employees by minority group, sex, job category, and salary, work force availability minority group and sex work force availability, identification of underutilization areas, applicant flow, turnover, and all referral sources.	EEO Officer Personnel Officer	Six months after approval of plan (semi-annually)
4.	Records of all reprimands, demotions, terminations, and layoffs will be kept for two years. They may include: Total number of employees terminated, names (cross referenced with confidentiality numbers), salaries dates, reason for action, sex, race, and job category.	EEO Officer	Initiate June 30, 1976 (ongoing)





APPENDIX



EMPLOYMENT DISCRIMINATION REPORT

NAME OF COMPLAINANT \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_

CURRENT POSITION \_\_\_\_\_ RACE/ETHNIC GROUP \_\_\_\_\_

1. SPECIFY BASIS OF DISCRIMINATION:

- |                          |                                    |
|--------------------------|------------------------------------|
| _____ RACE/COLOR GROUP   | _____ MARITAL STATUS               |
| _____ RELIGION           | _____ RECEIPT OF PUBLIC ASSISTANCE |
| _____ NATIONAL ORIGIN    | _____ POLITICAL BELIEFS            |
| _____ AGE                | _____ PHYSICAL HANDICAP            |
| _____ EX-OFFENDER STATUS | _____ MENTAL HANDICAP              |
| _____ OTHER _____        |                                    |

2. SPECIFY AREA OF DISCRIMINATION:

- \_\_\_\_\_ RECRUITMENT OR RECRUITMENT ADVERTISING
- \_\_\_\_\_ SELECTION
- \_\_\_\_\_ PROMOTION
- \_\_\_\_\_ DEMOTION OR DISCIPLINARY ACTION
- \_\_\_\_\_ TRANSFER
- \_\_\_\_\_ TERMINATION OR LAYOFF
- \_\_\_\_\_ RATES OF PAY OR OTHER FORMS OF COMPENSATION
- \_\_\_\_\_ SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP AND/OR ON-THE-JOB TRAINING
- \_\_\_\_\_ OTHER \_\_\_\_\_

3. WAS AN INFORMAL COMPLAINT LODGED? \_\_\_\_\_ .  
IF SO, ATTACH RELEVANT DOCUMENTATION AND STATE BRIEFLY THE LIKELY REASONS FOR FAILURE OF THE INFORMAL COMPLAINT PROCESS.

4. NAME, POSITION, SEX, AND RACE/ETHNIC GROUP OF EMPLOYEE(S) CHARGED WITH DISCRIMINATORY PRACTICE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. SPECIFY WAYS IN WHICH EACH ABOVE EMPLOYEE IS TO HAVE DISCRIMINATED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. IF DISCRIMINATION IN SELECTION, PROMOTION, OR TRANSFER IS ALLEGED:

- A. IDENTIFY POSITION APPLIED FOR: \_\_\_\_\_
- B. IDENTIFY OTHER APPLICANTS BY NAME, SEX, AND RACE/ETHNIC GROUP. ATTACH A COPY OF ALL OTHER APPLICANTS APPLICATIONS AND/OR RESUMES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. SPECIFY AND ATTACH DOCUMENTATION FOR REASONS GIVEN COMPLAINANT FOR NOT BEING SELECTED, PROMOTED, OR TRANSFERRED: \_\_\_\_\_

\_\_\_\_\_

D. SPECIFY NAME, SEX, RACE/ETHNIC GROUP OF PERSON SELECTED FOR POSITION: \_\_\_\_\_

\_\_\_\_\_

E. SPECIFY AND DOCUMENT CRITERIA ON WHICH THE SUCCESSFUL CANDIDATE WAS FOUND TO BE BETTER QUALIFIED THAN THE COMPLAINANT: \_\_\_\_\_

\_\_\_\_\_

F. WAS THE PERSON SELECTED:  
\_\_\_\_\_ PROMOTED OR TRANSFERRED INTERNALLY?  
\_\_\_\_\_ HIRED FROM OUTSIDE THE DEPARTMENT?

G. WAS THE COMPLAINANT OFFERED ANY OTHER POSITION: IF SO, SPECIFY JOB TITLE, GRADE LEVEL, RATE OF PAY: \_\_\_\_\_

\_\_\_\_\_

7. IF DISCRIMINATION IN TERMINATION IS ALLEGED:

A. ATTACH COPIES OF COMPLAINANT'S EVALUATION FORM.

B. SPECIFY REASON(S) GIVEN FOR TERMINATION: \_\_\_\_\_

\_\_\_\_\_

C. SPECIFY HOW, AND BY WHOM, THE ABOVE REASONS WERE FOUND TO BE SUFFICIENT GROUNDS FOR TERMINATION: \_\_\_\_\_

\_\_\_\_\_

D. SPECIFY WHAT EFFORT WERE MADE TO ASSIST THE COMPLAINANT IN IMPROVING JOB PERFORMANCE OR WHAT OTHER ACTIONS WERE TAKEN, INCLUDING PROBATIONARY CONDITIONS, TO AVOID TERMINATION: \_\_\_\_\_

\_\_\_\_\_

E. SPECIFY NAME, SEX, RACE/ETHNIC GROUP OF EACH PERSON INVOLUNTARILY TERMINATED WITHIN THE PAST 12 MONTHS: \_\_\_\_\_

\_\_\_\_\_

8. ATTACH COPIES OF EXTERNAL CHARGES FILED WITH STATE HUMAN RIGHTS BUREAU, OR UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION.
9. SPECIFY DEPARTMENT RESPONSE TO EXTERNAL CHARGES, IF ONE WAS FILED:

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\_\_\_\_\_  
SIGNATURE OF COMPLAINANT

\_\_\_\_\_  
DATE













Native American Statistics obtained from the Data User's Service of the Bureau of the Censuses, U.S. Department of Commerce. These statistics were directly compiled by the Data User's Service from the 1970 Census.

<u>Code</u>	<u>Occupation</u>	Native American	Native American
		Male	Female
<u>Professional, Technical, and Kindred Workers:</u>			
001	Accountants	4	3
002	Architects		
003	Computer Programmers		
004	Computer Systems Analysts		
005	Computer Specialists, N.E.C.		
011	Civil Engineers	17	
012	Electrical and Electronic Engineers		
013	Industrial Engineers		
014	Mechanical Engineers		
015	Metallurgical and Materials Engineers		
031	Lawyers		
032	Librarians	5	4
033	Archivists and Curators		
045	Chemists		
055	Operations and Systems Researchers and Analysts		
056	Personnel and Labor Relations Workers	5	8
075	Registered Nurses	4	28
091	Economists	10	
096	Social Scientists, N.E.C.		
141	Adult Education Teachers		5

<u>Code</u>	<u>Occupation</u>	Native American	Native American
		Male	Female
152	Draftsmen	20	
153	Electrical and Electronic Engineering Technicians		
162	Engineering and Science Technicians, N.E.C.	14	6
173	Technicians, N.E.C.		
184	Editors and Reporters		
190	Painters and Sculptors	5	5
191	Photographers		
192	Public Relations Men and Publicity Writers	14	
<u>Managers and Administrators, Except Farm:</u>			
202	Bank Officers and Financial Managers	6	
216	Managers and Superintendents, Building		
225	Purchasing Agents and Buyers, N.E.C.		
233	Sales Managers, Except Retail Trade	5	
245	Managers and Administrators, N.E.C.	64	5
<u>Sales Workers:</u>			
270	Real Estate Agents and Brokers		
<u>Clerical and Kindred Workers:</u>			
301	Bank Tellers		
305	Bookkeepers	13	41
315	Dispatchers and Starters, Vehicle	6	

<u>Code</u>	<u>Occupation</u>	Native American	Native American
		Male	Female
321	Estimators and Investigators, N.E.C.	15	12
325	File Clerks		34
330	Library Attendants and Assistants	6	5
332	Mail Handlers, except post office	6	
333	Messengers and Office Boys		
343	Computer and Peripheral Equipment Operators		
344	Duplicating Machine Operators		4
345	Key punch Operators		
355	Office Machine Operators, N.E.C.		
360	Payroll and Timekeeping Clerks	4	5
363	Real Estate Appraisers	8	
372	Secretaries, N.E.C.	5	217
374	Shipping and Receiving Clerks	10	
376	Stenographers		36
381	Stock Clerks and Storekeepers	38	
385	Telephone Operators		14
391	Typists	6	170
394	Miscellaneous Clerical Workers	37	8
395	Not Specified Clerical Workers	32	63
<u>Craftsmen and Kindred Workers:</u>			
405	Bookbinders		
410	Brickmasons and Stonemasons	12	
413	Cabinetmakers		

<u>Code</u>	<u>Occupation</u>	Native American	Native American
		Male	Female
415	Carpenters	171	10
424	Cranemen, Derrickmen, and Hoistmen	23	
430	Electricians	21	
436	Excavating, Grading, and Road Machine Operators	78	
452	Inspectors, N.E.C.	10	
461	Machinists	37	
470	Air Conditioning, Heating, and Refrigeration		
473	Automobile Mechanics	36	
481	Heavy Equipment Mechanics, Including Diesel	55	
484	Office Machine		
592	Miscellaneous Mechanics and Repairmen	65	25
510	Painters Construction and Maintenance	12	
520	Plasterers		
522	Plumbers and Pipefitters	43	
530	Pressmen and Plate Printers, Printing	5	
534	Roofers and Slaters	10	
535	Sheetmetal Workers and Tinsmiths		
545	Stationary Engineers		
552	Telephone Installers and Repairmen	10	
<u>Operatives, Except Transport:</u>			
610	Checkers, Examiners, and Inspectors, Manufacturing	8	5
612	Cutting Operatives, N.E.C.	4	
623	Garage Workers and Gas Station Attendants	50	4

<u>Code</u>	<u>Occupation</u>	Native American	Native American
		Male	Female
642	Oilers and Greasers, Exc. Auto	7	
643	Packers and Wrappers, Except meat and produce	14	25
645	Photographic Process Workers		
680	Welders and Flame Cutters	34	
690	Machine Operatives, Miscellaneous Specified	39	4
692	Machine Operatives, Not Specified		
694	Miscellaneous Operatives	28	12
706	Fork Lift and Tow Motor Operatives	18	
715	Truck Drivers	90	
755	Gardeners and Groundskeepers, Exc. Farm	13	4
770	Warehousemen, N.E.C.	4	
780	Miscellaneous Laborers	93	
<u>Service Workers, Except Private Household:</u>			
902	Cleaners and Charwomen	22	40
903	Janitors and Sextons	205	22
922	Health Aides, Exc. Nursing	9	26
943	Elevator Operators		
961	Firemen, Fire Protection	5	
962	Guards and Watchmen	24	
964	Policemen and Detectives	85	
<u>All Other Occupations:</u>			
999	All Other Occupations	2553	1521

APPENDIX 3 - MATERNITY LEAVE

Title 41, Chapter 26, R.C.M. 1947

41-2601. Definitions. (1) "Commissioner" means the commissioner of labor and industry.

(2) "Employer" means any public or private employer.

41-2602. Denial of maternity leave unlawful. (1) It shall be unlawful for an employer or his agent:

(a) to terminate a woman's employment because of her pregnancy, or

(b) to refuse to grant to the employee a reasonable leave of absence for such pregnancy, or

(c) to deny to the employee, who is disabled as a result of pregnancy, any compensation to which she is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by her employer; provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform her employment duties, or

(d) to retaliate against any employee who files a complaint with the commissioner under the provisions of this act, or

(e) to require that an employee take a mandatory maternity leave for an unreasonable length of time.

(2) Upon signifying her intent to return at the end of her leave of absence, such employee shall be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits unless, in the case of a private employer, the employer's circumstances have so changed as to make it impossible or unreasonable to do so.

41-2603. Complaint--how filed. A person claiming to be aggrieved by a violation of section 41-2602 may make, sign, and file a verified complaint with the commissioner of labor and industry which shall state the circumstances of the violation and the particulars thereof and shall contain such other information as may be required by the commissioner. In addition, the commissioner whenever he has reason to believe that section 41-2602 has been or is being violated, may issue a complaint. Within sixty (60) days of the receipt of a complaint the commissioner shall state his findings of fact and decision.

If, upon all the evidence, the commissioner finds that a respondent has engaged in a violation of section 41-2602, he shall state his findings of fact and shall order the respondent to reinstate the complainant if she so desires and to pay to the complainant the damages resulting from the violation. If, upon all the evidence, the commissioner finds that the respondent has not engaged in a violation of section 41-2602, he shall state his findings of fact and shall dismiss the complaint.



41-2604. Enforcement. The commissioner or his authorized representatives may enter and inspect such place, question such employees, and investigate such fact, conditions, or matters as they consider appropriate, to determine whether any person has violated any provision of this act or any regulation issued hereunder or which may aid in the enforcement of the provisions of this act.

The commissioner or his authorized representatives may administer oaths and examine witnesses under oath, issue subpoenas, compel the attendance of witnesses, and the production of papers, books, accounts, records, payrolls, documents, and testimony, and take depositions and affidavits in any proceeding before the commissioner.

41-2605. Regulations. The commissioner shall make and revise administrative regulations to carry out the purposes of this act. Rule making under this act shall comply with the provisions of the Montana Administrative Procedure Act.

41-2606. Individual action. Nothing in this act shall preclude an individual from prosecuting a private action in the district court alleging violation of the provision of this act or any other act.

APPENDIX 4 - MONTANA RECRUITMENT SOURCES

- Section 1. Employment Service Offices and WIN Centers
- Section 2. Vocational-Technical Centers
- Section 3. Colleges and Junior Colleges
- Section 4. College Affiliated Groups
- Section 5. Urban Indian Alliances
- Section 6. Indian Reservations
- Section 7. Other Recruitment Sources
- Section 8. Local Minority Groups
- Section 9. Local Women's Groups
- Section 10. Daily Newspapers
- Section 11. Weekly Newspapers
- Section 12. Weekly Newspapers on or adjacent to reservations

Section 1. LOCAL EMPLOYMENT SERVICE OFFICES

Ramie VanSteeland, Manager  
Anaconda Employment Service  
416 East Park  
Anaconda, Montana 59711  
Phone: 563-3444

Clarence Nybo, Director  
Billings Employment Service  
624 North 24th Street  
Billings, Montana 59101  
Phone: 248-7371

Jack Boston, Director  
Bozeman Employment Service  
234 East Main  
Bozeman, Montana 59715  
Phone: 586-5455

Jack Sullivan, Director  
Butte Employment Service  
206 West Granite  
Butte, Montana 59701  
Phone: 792-0417

Don Crail, Director  
Cut Bank Employment Service  
513 East Main Street  
Cut Bank, Montana 59427  
Phone: 873-2191

Paul Stahl, Director  
Dillon Employment Service  
126 South Montana  
Dillon, Montana 59725  
Phone: 683-5501

Roy Hagen, Director  
Glasgow Employment Service  
238 Second Avenue South  
Glasgow, Montana 59230  
Phone: 228-9369

Alvin Fisher, Director  
Glendive Employment Service  
211 South Kendrick  
Glendive, Montana 59330  
Phone: 365-3314

Bill Cady, Director  
Great Falls Employment Serv.  
1018 7th Street South  
Great Falls, Montana 59405  
Phone: 761-1731

William Lubke, Director  
Hamilton Employment Service  
333 Main Street  
Hamilton, Montana 59840  
Phone: 363-1822

Section 1.

WIN CENTERS

Butte WIN-CEP Center  
Idaho and Mercury Street  
Butte, Montana 59701

Glasgow WIN Center  
Glasgow AFB  
Box 4696  
Glasgow, Montana 59231

Kalispell WIN Center  
37 1st Street West  
Kalispell, Montana 59901

Cut Bank WIN Center  
Box 837  
Browning, Montana 59417

Helena WIN-CEP Center  
529 North Warren  
Helena, Montana 59601

Billings WIN Center  
2807 Montana Avenue  
Billings, Montana 59101

Section 2. VOCATIONAL-TECHNICAL CENTERS

Billings Vo-Tech Center  
Glenn Burgess, Director  
3615 Montana Avenue  
Billings, Montana 59102  
Phone: 248-7741

Butte Vo-Tech Center  
Dr. Joseph Sicotte, Director  
404 South Wyoming  
Butte, Montana 59701  
Phone: 792-4256

Great Falls Vo-Tech Center  
James Carey, Director  
1015 1st Avenue North  
Great Falls, Montana 59401  
Phone: 761-5800

Helena Vo-Tech Center  
William Korizek, Director  
1115 Roberts Street  
Helena, Montana 59061  
Phone: 442-0060

Missoula Technical Center  
T. E. Downey, Director  
909 South Avenue West  
Missoula, Montana 59801  
Phone: 728-2400

Section 3. COLLEGES AND JUNIOR COLLEGES

Keith Clawson  
Placement Officer  
Northern Montana College  
Havre, Montana 59501  
Phone: 26507821 Ext. 263

Mike Gallager  
Director of Teacher Placement  
Rocky Mountain College  
Billings, Montana 59101  
Phone: 245-6151 Ext. 203

C. Thomas Messick, Director  
Career Placement  
Montana State University  
Bozeman, Montana 59715  
Phone: 994-4353

Victor Signori  
Director of Placement  
Eastern Montana College  
Billings, Montana 59101  
Phone: 657-2366

Dr. Don Hjelmseth  
Career Planning and Placement  
Room 8, Main Hall  
Missoula, Montana 59801  
Phone 243-2022

Virgil Alme  
Director of Placement  
Western Montana College  
Dillon, Montana 59725  
Phone: 683-7011

Paul Fasting  
Counseling and Placement  
Dawson Community College  
Glendive, Montana 59330  
Phone: 365-3396

Victor Beneventi  
Director of Placement  
Carroll College  
Helena, Montana 59601  
Phone: 442-3450

Jane Burnham  
Women's Resource Center  
University of Montana  
Missoula, Montana 59801  
Phone: 243-4153

Flathead Valley Community College  
15 First Street East  
Kalispell, Montana 59901  
Phone: 755-5222

Sister Carol Ann Richlie  
College of Great Falls  
1301 20th Street  
Great Falls, Montana 59401  
Phone: 761-8210

Mr. Vernon R. Kailey, President  
Miles City Community College  
2715 Dickenson  
Miles City, Montana 59301  
Phone: 232-3031

Gus Stoltz  
Placement Director  
Montana College of Mineral  
Sciences and Technology  
Butte, Montana 59701  
Phone: 792-8321

Section 4. COLLEGE AFFILIATED GROUPS

Ms. Jane Burnham  
Women's Resource Center  
University of Montana  
Missoula, Montana 59801  
Phone: 243-4153

Afro-American Studies  
University of Montana  
Missoula, Montana 59801  
Phone: 243-2651

Robert Peregoy  
Native American Studies  
Montana State University  
Bozeman, Montana 59715  
Phone: 994-3881

Ms. Henrietta V. Whiteman, Director  
Native American Studies  
University of Montana  
Missoula, Montana 59801  
Phone: 243-5831

Ms. Scottie Giebink  
Focus on Women  
Montana State University  
Bozeman, Montana 59715  
Phone: 994-3381

Robert Conley  
Coordinator of Indian Culture  
Native American Studies  
Eastern Montana College  
Billings, Montana 59101  
Phone: 657-2011

Section 5.

URBAN INDIAN ALLIANCES

Trinka Michaelson, Director  
Anaconda Indian Alliance  
524 East Park  
Anaconda, Montana 59711  
Phone: 563-3450

Vera Garmann, Director  
Montana North American  
Indian Alliance  
12 East Galena  
Butte, Montana 59701  
Phone: 723-4361

Leo Pocha, Director  
Helena Indian Alliance  
436 North Jackson  
Helena, Montana 59601  
Phone: 442-9334

Sherry Stadler, Director  
Qua Qui Corporation  
508 Toole Avenue  
Missoula, Montana 59801  
Phone: 728-0340

Director  
Billings American Indian Council  
23 South 27th  
Billings, Montana 59101  
Phone: 252-5821

James Contway, Director  
Hi-Line Indian Alliance  
327 Main Street  
Havre, Montana 59501  
Phone: 265-7827

Mary Kendall, Director  
Great Falls Indian Education Center  
710 Central Avenue  
Great Falls, Montana 59401  
Phone: 761-3165

Ernie Bighorn, Director  
Indian Development and Educational  
Alliance  
504 Main  
Miles City, Montana 59301  
Phone: 232-6112



Section 6.

INDIAN RESERVATIONS

Rocky Boy Reservation  
John Windy Boy, Chairperson  
Business Committee of  
Chippewa-Cree Tribe  
Rocky Boy Route  
Box Elder, Montana 59521  
Phone: 395-2404

Blackfeet Reservation  
Earl Old Person, Chairperson  
Blackfeet Tribal Business  
Council  
Browning, Montana 59417  
Phone: 338-5311

Fort Belknap Reservation  
Jack Plumage, President  
Fort Belknap Comm. College  
Fort Belknap Agency  
Harlem, Montana 59526  
Phone: 353-2258

Fort Peck Reservation  
Norman Hollow, Chairperson  
Fort Peck Executive Board  
Assiniboine and Sioux Tribes  
of the Fort Peck Indian  
Reservation  
P.O. Box 1027  
Poplar, Montana 59255  
Phone: 768-3759

Flathead Reservation  
Harold Mitchell Jr., Chairperson  
Confederated Salish and Kootenai  
Tribe  
Flathead Reservation  
Dixon, Montana 59831  
Phone: 246-3595

Crow Reservation  
Pat Stands, Chairperson  
Crow Tribal Council  
P.O. Box 170  
Crow Agency, Montana 59022  
Phone: 638-2671

Northern Cheyenne  
Allen Rowland, President  
Northern Cheyenne Tribal Council  
P.O. Box 153  
Lame Deer, Montana 59043  
Phone: 477-6240

Section 7. OTHER RECRUITMENT SOURCES

John Ault  
Social Services Director  
Montana State Prison  
Box 7  
Deer Lodge, Montana 59722

Steve Goldstein, Coordinator  
Montana State Low-Income  
Organization  
436 North Jackson  
Helena, Montana 59601

Mountain Plains Education  
Project  
600 North Cooke  
Helena, Montana 59601

Rocky Mountain Development Council  
Box 721  
Helena, Montana 59601

Lee Topash  
Human Resources Development  
Institute  
AFL-CIO  
P.O. Box 1176  
Helena, Montana 59601

Montana Association for Retarded  
Citizens  
Aage Hanson, Executive Director  
P.O. Box 625  
Helena, Montana 59601

Lee Topash  
Board of Directors  
North American Indian  
League  
Montana State Prison  
Box 1176  
Helena, Montana 59601

Leonard Smith, Director  
Native American Talent Bank  
Department of Community Affairs  
Capitol Station  
Helena, Montana 59601

Gordon Fillinger  
State Teacher Placement  
Officer  
Employment Security Division  
Employment Security Building  
Helena, Montana 59601

Fred Barrett, Administrator  
Employment Security Division  
Employment Security Building  
Helena, Montana 59601

Patricia Clark  
Career Education Coordinator  
National Cooperative for Career  
Education  
School of Education  
University of Montana  
Missoula, Montana 59801  
Phone: 243-5262

Section 8.        LOCAL MINORITY GROUPS

Yellowstone Ethnic and  
Low-Income Coalition  
Rev. Robert Freeman  
34 Adams  
Billings, Montana 59101

Zane Strang  
Bureau of Indian Affairs  
Employment Assistance Spec.  
316 North 26th Street  
Billings, Montana 59101

Latinos Club  
c/o Ralph Gallardo  
701 South 33rd Street  
Billings, Montana 59101

Montana Migrant Council  
c/o Rev. A. R. Vialpando  
514 South 37th Street  
Billings, Montana 59101

Welfare Rights Organization  
c/o Ms. Somkid Yampradit  
305 South 35th Street  
Billings, Montana 59101

Karen Fenton, Director  
Human Resources Development  
Program  
Confederated Salish-  
Kootenai Tribes  
Dixon, Montana 59831

Jessie James, President  
Association of Montana Native  
American Counselors  
1808 Seventh Avenue North  
Great Falls, Montana 59401

George Henkel, Executive  
Director  
Montana United Indian Assn.  
P.O. Box 786  
Helena, Montana 59601

Bert Babby  
Federal Women's Program Coordinator  
for Indian Health Service  
2409 Dahlia Lane  
Billings, Montana 59101

Billings American Indian Council  
c/o Ms. Edith Weisanen  
Northern Plains Craft Shop  
2822 First Avenue North  
Billings, Montana 59101

James Gonzalez, President  
Montana Mexican Concilio  
Box 2031  
Billings, Montana 59101

People's Betterment League  
c/o Ms. Bonnie Hoven  
13 Prince Albert  
Billings, Montana 59101

Therese Hanway, Project Director  
Pride In Heritage Program  
2825 Farragut, A-201  
Butte, Montana 59701

Mary Kendall  
Opportunities Inc.  
601 11th Street North  
Great Falls, Montana 59401

Merle Lucas  
Coordinator of Indian Affairs  
Department of Community Affairs  
1424 Ninth Avenue  
Helena, Montana 59601

Tom Vander Veiden  
Bureau of Indian Affairs  
Helena Employment Assistance Office  
638 Logan  
Helena, Montana 59601

Section 9.

LOCAL WOMEN'S GROUPS

Joan Duncan  
Room 2  
Power Block, South Annex  
Helena, Montana 59601

Women's Resource Center  
University Center  
University of Montana  
Missoula, Montana 59801

Scottie Giebink  
Focus on Women  
Montana State University  
Bozeman, Montana 59715

Section 10.

DAILY NEWSPAPERS

Billings Gazette  
401 North Broadway  
Billings, Montana 59101

Montana Standard  
P.O. Box 627  
Butte, Montana 59701

Ravalli Republic  
232 Main  
Hamilton, Montana 59840

Independent Record  
P.O. Box 557  
Helena, Montana 59601

Livingston Enterprise  
Livingston  
Montana 59047

Missoulian  
502 North Higgins  
Missoula, Montana 59801

Bozeman Daily Chronicle  
32 North Rouse  
Bozeman, Montana 59715

Great Falls Tribune  
121 Fourth Street North  
Great Falls, Montana 59401

Havre Daily News  
119 Second  
Havre, Montana 59501

Daily Inter Lake  
Kalispell  
Montana 59901

Miles City Star  
Miles City  
Montana 59301

## Section 11.

WEEKLY NEWSPAPERS

Anaconda Leader Anaconda, Montana 59711	Fallon County Times Baker, Montana 59313
Belt Valley Times Belt, Montana 59412	The Mountaineer Big Sandy, Montana 59520
Big Timber Pioneer Big Timber, Montana 59011	Billings Times Billings, Montana 59101
Montana Oil Journal Billings, Montana 59101	Western Livestock Reporter Billings, Montana 59101
Boulder Monitor Boulder, Montana 59632	High Country Bozeman, Montana 59715
Powder River Examiner Broadus, Montana 59317	Cascade Courier Cascade, Montana 59421
Liberty County Times Chester, Montana 59522	Chinook Opinion Chinook, Montana 59523
Choteau Acantha Choteau, Montana 59422	Circle Banner Circle, Montana 59215
Hungry Horse News Columbia Falls, Montana 59912	Columbus News Columbus, Montana 59019
Independent-Observer Conrad, Montana 59425	The Searchlight Culbertson, Montana 59218
Silver State Post Deer Lodge, Montana 59722	Tribune Examiner Dillon, Montana 59725
Ekalaka Eagle Ekalaka, Montana 59324	Tobacco Valley News Eureka, Montana 59917
Fairfield Times Fairfield, Montana 59436	Fairview News Fairview, Montana 59221
Forsyth Independent Forsyth, Montana 59327	River Press Fort Benton, Montana 59442
Ranger-Review Glendive, Montana 59330	Montana Catholic Register Great Falls, Montana 59401
Western News Hamilton, Montana 59840	Times-Clarion Harlowton, Montana 59036
Westmont Word Helena, Montana 59601	Hysham Echo Hysham, Montana 59038
Jordan Tribune Jordan, Montana 59337	Kalispell Weekly News Kalispell, Montana 59901

Rocky Mountain Informer  
Kalispell, Montana 59901

News-Argus  
Lewistown, Montana 59457

Park County News  
Livingston, Montana 59047

Philipsburg Mail  
Philipsburg, Montana 59858

Plentywood Herald  
Plentywood, Montana 59254

Roundup Record-Tribune  
Roundup, Montana 59072

Shelby Promoter & Tribune  
Shelby, Montana 59474

Sidney Herald  
Sidney, Montana 59270

Northwest Tribune  
Stevensville, Montana 59870

Terry Tribune  
Terry, Montana 59349

Three Forks Herald  
Three Forks, Montana 59752

Spray  
Valier, Montana 59486

Meagher County News  
White Sulphur Spgs, MT 59645

Jefferson Valley News  
Whitehall, Montana 59759

Winnett Times  
Winnett, Montana 59087

Laurel Outlook  
Laurel, Montana 59044

Western News  
Libby, Montana 59923

Phillips County News  
Malta, Montana 59538

Plainsman  
Plains, Montana 59859

Carbon County News  
Red Lodge, Montana 59068

Daniels County Leader  
Scobey, Montana 59263

Shelby Times  
Shelby, Montana 59474

Judith Basin Press  
Stanford, Montana 59479

Mineral Independent  
Superior, Montana 59872

Sanders County Ledger  
Thompson Falls, Montana 59873

Townsend Star  
Townsend, Montana 59644

The Madisonian  
Virginia City, Montana 59755

Whitefish Pilot  
Whitefish, Montana 59937

Wibaux Pioneer-Gazette  
Wibaux, Montana 59353

Section 12. WEEKLY NEWSPAPERS ON OR ADJACENT TO RESERVATIONS

Ahchimowin  
Rocky Boy Reservation  
Box Elder, Montana 59521

Glacier Reporter  
Browning, Montana 59417

Cut Bank Pioneer Press  
Cut Bank, Montana 59427

Glasgow Courier  
Glasgow, Montana 59330

Camp Crier  
Fort Belknap  
Harlem, Montana 59526

Hi Line Herald  
426 First  
Havre, Montana 59501

A'Thorne  
Northern Cheyenne Press  
Lame Deer, Montana 59043

Ronan Pioneer  
Ronan, Montana 59864

Herald News  
Wolf Point, Montana 59201

Blackfoot Journal  
Browning, Montana 59417

Western Breeze  
Cut Bank, Montana 59427

Charakoosta  
Flathead Reservation  
Dixon, Montana 59831

Hardin Herald  
406 North Center  
Hardin, Montana 59034

Harlem News  
26 Central Avenue East  
Harlem, Montana 59526

Milk River Free Press  
P.O. Box 1730  
Havre, Montana 59501

Flathead Courier  
Polson, Montana 59860

Mission Valley News  
St. Ignatius, Montana 59865



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